## Approved For Release 4001 0904 CH-RUF 0-0419A000200010052-8

28 MAY1954

MEMORANDUM FOR: Chief, Plans, Research and Development Staff

SUBJECT: OP "H

OP "Hold" on Certain Individuals

1. We need an immediate instruction to the Divisions and Staffs of the Office of Personnel which will provide for placing a "HOLD" on certain individuals. Such action needs to be taken when a person is under Agency charges of one sort of another, is mentally ill, in the hands of civil authorities, or is in any situation where the taking of an official action by the Agency should receive the closest scrutiny. A 3"x5" card should be devised and printed substantially as follows:

Name	•

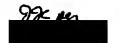
HOLD

Do NOT process any official action on this individual without prior clearance of Chief, PRD.

HOLD

Date	Ву

STATINTL



2. We should provide that the Chief, ESD, be immediately notified of any particular case and the circumstances of it. The Chief, ESD, or one of his people, should insert the card in the PI and let it remain until the matter is resolved.

Deputy Assistant Director for Personnel

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